



DISTRICT OF COLUMBIA PUBLIC SCHOOLS

Department of Human Resources
825 North Capitol Street, NE • 6th Floor
Washington, DC 20002-4232
Tel: (202) 442-4080 • Fax: (202) 442-5315

APPLICATION FOR EDUCATIONAL LEVEL PROMOTION

(Print or Type)

Ms.

Miss

Mrs.

Mr.

Last

First

Middle Initial

Address

City

State

Zip Code

Home Phone ()

Social Security Number

School

Present Position/Grade

I hereby apply for promotion to the educational level indicated below:

_____	Group A-1,	_____	Bachelor's degree + 15 graduate semester hours (Class 15 only)
_____	Group B,	_____	Master's degree (Class 15 and Officers)
		_____	Bachelor's degree + 30 graduate semester hours (Class 15 only)
		_____	Master's Equivalency (Technical and Industrial Teachers only)
_____	Group C,	_____	Master's degree + 30 graduate semester hours (Class 15 only)
		_____	Master's degree + 45 graduate semester hours (Officers only)
_____	Group D,	_____	Master's degree + 60 graduate semester hours (Class 15 only)
		_____	Doctorate degree (Class 15 and Officers)

Official transcripts bearing the seal and signature of the registrar must be submitted in support of this application.

Complete this application and return to the:
District of Columbia Public Schools, Office of Human Resources
825 North Capitol Street, NE., 6th Floor, Washington, DC 20002

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RECORD ATTENDANCE AT ALL SCHOOLS ABOVE HIGH SCHOOL LEVEL

[illegible]

LIST ALL GRADUATE CREDITS APPLICABLE TO THIS PROMOTION

INSTITUTION	COURSE # AND TITLE	GRADUATE SEMESTER HOURS	GRADUATE QUARTER HOURS	FOR OFFICE USE ONLY

Signature (as carried on payroll roster)

Date _____

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